



Permit Application

Permit I am applying for:

☐ **Food Truck**

A large wheeled vehicle from which food is sold that typically contains cooking facilities where the food is prepared.

☐ **Transient Merchant**

Selling of goods or merchandise in a temporary or transient business, either in one location or traveling.

Dates Requested for License: From: _____ To: _____

Applicant information: (Please Print)

Full Name: _____ Phone #: _____

Address: _____

Email: _____

Driver's License: _____ State Issued: _____

***** Attach a copy of your Driver's License*****

Have you had a municipal license in the City of West Branch before? ☐ Yes ☐ No

Business Information:

Are you currently an established Food Truck/Merchant ☐ Yes ☐ No

Number of years in service: _____ Name of Truck: _____

Business Name as provided to the Iowa Secretary of State: _____

Business License number: _____

Supervisor Name: _____ Phone #: _____

Product or Services to be sold (Be Specific): _____

License Plate #: _____ County: _____ State: _____

Last three (3) **Cities and Dates** applicant engaged in similar activities. If no answer please put N/A

1. City _____ Date(s) _____ Permit Issued Y / N

2. City _____ Date(s) _____ Permit Issued Y / N

3. City _____ Date(s) _____ Permit Issued Y / N

*****Please complete all of the above information prior to signing the application. Incomplete or unsigned applications will be denied.*****

Application Attachment Checklist and Agreement
Please read and initial

	Completed and signed application
	Copy of applicant's Driver's License
	Copy of State of Iowa Retail Sales Tax Permit
	Copy of the appropriate State-issued Mobile Food Unit License for the mobile vendor vehicle.
	Mobile food units, vendor carts and associated appurtenances must maintain ADA accessible routes for pedestrians and not impede the free flow of vehicular traffic.
	No mobile food unit or pushcart shall be left at its operating location at the end of its business day and shall be removed to its base business operation location. A mobile food unit or vendor cart shall conduct operations at one location.
	Mobile food vendors must provide adequate trash and recycling receptacles for customer use and must remove said receptacles when leaving the site. At the close of its daily business the mobile food vendor must remove all garbage from the area and properly dispose of it away from the site of its operation.

***** All items must be completed and submitted to the City Clerk's office before the application can be approved. *****

I _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of West Branch, Iowa, whether said records are of a public, private or confidential nature, including criminal histories.

I _____, agree to pay on behalf of the City all sums which the City shall be obligated to pay by reason of any liability imposed upon the City for damages of any kind resulting from use of public property and the public right of way, whether sustained by any person or persons, caused by accident or otherwise and shall defend at its own expense and on behalf of the City any claim against the City arising out of the use of public property and the public right of way.

I _____, Understand that I cannot place any tables, chairs, furniture, equipment, signage or other material on the ground, streets or sidewalks.

I, the undersigned applicant, hereby swear that I will comply with all local, state and federal laws when conducting the business enterprise described herein and that all information contained in this application is true. I am aware that Statements given on this application are subject to investigation and verification. I understand that a permit shall be denied if the information provided on this application provides to be misrepresentation of the facts. I promise to release the City of West Branch, Iowa, its officials, agents or employees from any liability or damages which result from verifying the accuracy and reliability of the information contained on this application.

Signature of Applicant

Date

Permit Fees:

- ☐ 1 day \$25
☐ 1 week \$50
☐ 6 months \$ 100
☐ 1 year or major part thereof \$175

Application Fee:

☐ \$10.00

For Clerk's Use Only

Result of investigation: _____

Permit was ☐ denied ☐ issued on _____ and expires _____

Permit was ☐ unpaid ☐ paid on _____ by cash ☐ check # _____ ☐ credit card ☐

Permit fee refunded upon license denial by ☐ cash ☐ check # _____

Signature of Clerk _____ Date _____